



FREQUENTLY ASKED QUESTIONS

2019 Kairos Annual Conference

REGISTRATION

Where can I find information about the conference and the registration form?

Information can be found on the www.mykairos.org website under the Annual Conference tab.

When should I register for the conference?

Registration is open until June 21, 2019. Registrations received after June 21, 2019 are subject to availability and will incur a \$100 late fee.

What are the room types available?

- Single – includes a King size bed.
- Double – includes two Queen size beds.

Does my spouse have to fill out a registration form if they are coming but not attending the conference?

Yes, everyone staying at the hotel must complete a registration form. If your spouse is not attending the conference, then they should register as a commuter. The person attending will need to register at the single rate.

When should I arrive at the conference?

Board members should arrive on Tuesday. The first meeting starts on Tuesday at 4:00 pm.

International Council members should arrive on Tuesday afternoon or evening. The first meeting is on Wednesday at 8:00 am.

State Chairs should arrive on Wednesday. The first meeting is on Thursday at 8:00 am.

Volunteers should arrive on Thursday. Dinner begins at 5:00 pm, followed by the General Session and Memorial Service. The program concludes for the day at 9:30 pm. Worship starts at 8:00 am each day. Workshops begin on Friday at 8:45 am until 4:45 pm, followed by dinner and General Session which concludes at 9:30 pm. Workshops resume on Saturday from 8:45 am to 12:00 pm, followed by lunch. The conference concludes at 1:00 pm on Saturday.

What time should I schedule my return flight?

The airport is 7 miles away. You should allow 2 ½ hours to clear security and make your flight.

PAYMENT OPTIONS

What types of payment do you accept?

Self-pay: Check or credit card payment. Please do not prepay for the conference if you know that the State or Advisory Council is paying for you.

Bill to State or Advisory Council: If your State or local Advisory Council is paying, check the Bill to State box on the registration.

Late fees are charged because we are charged for changes after the cut off date.

TRANSPORTATION & PARKING

Will there be a shuttle to transport me from the airport to the hotel and back?

The Florida State Chapter Committee will be providing the transportation to and from the airport. **It is essential that you provide your travel information on your registration form to ensure that you will be picked up in a timely manner.**

Transportation information will be provided prior to the conference.

I am driving to the conference, will there be parking available?

Yes, free gated parking is available in front of the hotel.

HOTEL

What time can I check in to the hotel? Is there a charge for early checking in or late checkout?

Guests may check into the hotel after 4:00 pm. There is a \$50 charge for checking into the hotel prior to noon. Checkout time is prior to 11:00 am. **The charge for late check out is a full day's room rate billed directly to your credit card.**

What if I must cancel prior to the conference?

All registrations cancelled within 72 hours of the conference will be charged one full day's hotel room fee. Cancellations more than 72 hours from the conference will receive a full refund. All cancellations must be submitted to andy@kpmi.org.

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What amenities are included with the hotel?

- Unlimited in-room high-speed internet
- Two bottles of water in the sleeping rooms, replenished daily
- 24-hour access to the Fitness Center
- 24-hour access to the Business Center
- Free gated parking
- Free newspaper (lobby level only)

MEALS

Do I need to wear my name tag/badge?

Yes, name tags must be worn at all times. Your name tag is your ticket to meals and the conference. Anyone not wearing their tags will not be allowed to eat.

What meals are included with the conference?

Full conference registrants will receive dinner on the day(s) for which they are registered*, breakfast, lunch and light snacks on the following day.

Commuters will receive lunch, snack and dinner on the day(s) they are registered.

Morning and afternoon snacks will be light and simple. If you require specific food or frequent snacks, please bring them with you.

***Monday** registrants please note dinner Monday and breakfast and lunch on Tuesday is **not** provided. You will have dining options in the hotel or the mall at your own expense.

***Saturday** registrants please note that dinner is **not** provided. The conference concludes at 1:00 pm after lunch. All subsequent meals are at your own expense.

Do I need to leave a tip?

No, all gratuities are included in your registration fee.

What is the food policy?

We are charged for food based on counts provided in advance to the hotel. We are locked into the charge whether you eat or not. Conversely, if you are not registered and you eat, we get charged for it based on actual counts. Food at breaks will be light to manage costs.

SCHEDULES

What is the schedule for the conference?

Tuesday – Board meeting begins in the afternoon.

Wednesday – Board and International Council meetings.

Thursday – State Chairs, Board and International Council committee meetings; Conference begins with Dinner, General Session and Memorial Service.*

**Memorial Service: Everyone should provide their State Chair with names of volunteers that have passed during the year to be honored*

Friday – State Chairs meeting, Workshops, Dinner and General Session.

Saturday – Board meeting and Workshops. Conference concludes as 1:00 pm.

What workshops are being presented and what is the schedule for the workshops?

The workshop lineup is being developed. We will post it online as soon as it is finalized.

Workshops will be presented all day Friday and half a day on Saturday. Most workshops will be presented twice.

DRESS CODE

What is the dress code for the conference?

The dress code is business casual including the dinner on Thursday and Friday evening. You may want to bring a sweater as the temperature is traditionally cool in the meeting rooms.

INTERNET

Will I have access to wi-fi?

Yes, wi-fi is included free of charge in the guest rooms and common areas of the hotel. Wi-fi will not be available in the meeting rooms.

MORE QUESTIONS – Contact Andy@kpmi.org